



Position Duty Statement

Date: October 25, 2022	Name of Incumbent: TBD
Civil Service Title: Office Technician (Typing)	Position Number: 364-400-1139-001
Working or Job Title: Office Technician (Typing)	Division/Unit: Workforce and Economic Development
Supervisor's Civil Service Title: Staff Service Manager I	Location: Sacramento
Supervisor's Working Title: Operations Manager	Work Hours/Shift: Monday to Friday, Full Time
Conflict of Interest Disclosure Category: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> N/A	License or Other Requirement: N/A

Supervises:

N/A

You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

Program Identification:

The Workforce and Economic Development Division bridges the skills and jobs mismatch and prepares California's workforce for 21st century careers through career technical education (CTE). The Division serves as administrator for several streams of state and federal funds including the Carl D. Perkins Technical Education Act, Proposition 98 dollars for Apprenticeship, Nursing Program Support, Strong Workforce, Strong Workforce K12, Economic and Workforce Development, Adult Education and other funding streams. The Division collaborates closely with other divisions across the agency to implement the Vision for Success, as well as with employers, organized labor, local communities, community colleges, California Department of Education and other educational agencies through programming supported by these funds to close the skills and employment gaps, enable wage gains, and foster student success and completion, and preparing students for the future of work.

Summary Statement:

Under the supervision of the Staff Services Manager I (SSM I), the Office Technician (Typing) performs a wide variety of clerical functions to support the Administrative Operations Team in the Workforce and Economic Development Division. Provides clerical support to the Division's Administrators and other staff as assigned by SSMI. Major responsibilities include logging purchase orders and invoices in accordance with office procedures/policies; filing correspondence and financial documents; receiving, sorting, and distributing division mail; maintaining office supplies for division; maintaining records and retention process; processing timekeeping and attendance reporting; supporting divisional meetings and webinars; and assisting administrators with travel related administrative support. The position requires basic administrative skills, as well as strong verbal and written communication skills; ability to make clear and comprehensive reports; ability to evaluate situations accurately and take effective action; ability to provide functional guidance to internal and external stakeholders in a professional manner; and ability to keep complex records utilizing modern office methods, specific laws, office policies and procedures, and a wide knowledge of vocabulary, grammar and spelling.

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Essential Functions (E) – Marginal Functions (M)	
%	Job Description
30% (E)	Contracts and Grants Coordination: Assists Deans, Managers, and other assigned staff with the technical preparation, printing, and coordination of program materials including grants, contracts, invoices and payments. Maintains logs and filing of grant and contract financial documents. Supports approval routing process to ensure timely processing of grant and contract agreements.
20% (E)	Timekeeping and Travel Coordination: Assist division's management with their travel planning and claims reimbursement through the California Automated Travel Expense Reimbursement System. Assists with timesheet processing and invoices for Interjurisdictional Exchange (IJE) contracts. Gathers and submits attendance reports in coordination with Human Resources. Sends reminders to staff preparing federally required timesheets and follows up to receive timely and accurate information.
20% (E)	Meeting Support: Reviews, edits, formats documents, and assist other staff posting items on the department's website. Assists division management and staff in the coordination of in-person and virtual meetings, including reserving meeting rooms; sending meeting invitations; and copying and assembling meeting materials. Maintains audio visual equipment inventory, storage, and makes recommendations for updating outdated equipment as necessary. Assists in assembling or coordinating audio visual equipment and seating arrangements per meeting needs. Serves as member of webinar team for virtual meetings through monitoring chat, Q&A, participant audio, communicating technical issues, and providing information to participants.
15% (E)	Daily Mail and Email Operation: Opens, receives, sorts, and distributes division postal and electronic mail. Drafts correspondence to provide information and functional guidance to internal and external stakeholders. Collaborates with Deans, Managers, and other assigned staff to provide uniform and consistent information and functional guidance.
10% (E)	Office Supply and Records Maintenance: In coordination with Business Services, processes supplies, and equipment purchases request. Reviews inventory; orders routine supplies, including supplies for special projects; receives and stocks supplies to ensure adequate supplies available for the division's required functions. Supports the division records retentions process and procedures. Notifies Business Services and/or Technology, Research, and Information Systems (TRIS) to report problems with damaged or malfunctioning equipment.
5% (M)	Other duties as assigned.

IMPACT AND CONSEQUENCE OF ERROR:

- Errors, missed deadlines, and incomplete work may have fiscal consequences to the division, including missed funding opportunities.

PROFESSIONAL CONTACTS:

- Frequent contact with staff at all levels.
- Periodic contact and coordination with other state agencies.
- Periodic contact with community college representatives and other interested stakeholders.

SPECIAL PERSONAL CHARACTERISTICS:

- Must be able to perform duties without assistance.
- Positive attitude, open-mindedness, flexibility, and tact.
- Commitment to quality customer service that exceeds the customer's expectations.
- Excellent organizational skills.
- Focus attention to detail and follow-through.
- Multi-task, meet deadlines, and adjust to changing priorities.
- Good attendance and punctuality.
- Maintain confidentiality of sensitive, personnel related work.
- Consistently exercise a high degree of initiative.
- Analyze situation and adopt effective course of action.
- Willing to work overtime as needed.
- Provide backup to other staff during absences.
- Expertise in Microsoft Word, Outlook, Excel, Power Point, and Access.
- Communicate in a confidently and courteously in clear and concise manner in a diverse community.
- Act independently and work well as a team member.
- Receive and follow direction from supervisors and lead staff.

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WORKING AND ENVIRONMENTAL CONDITIONS

- Must be able to operate a computer station for extended periods of time.
- Ability to access file documents in drawers low to the ground or above head.
- Communicate in a clear and concise manner.
- Ability to use standard computer and/or office machines.
- Work in a climate-controlled, open office environment under artificial lighting.
- Must be able to work with printers, computers, multifunction copiers and other basic office equipment.
- Ability to move up to 30 pounds.
- Ability to telework
- Hybrid work setting provided

I have read and understand all the requirements and information above and discussed the duties listed above with my supervisor and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee Signature:	Date:

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature:	Date: